Citizen Participation Plan

As required under the Consolidated Plan at 91.105

The objectives and procedures of the Utah County Community Development Block Grant (CDBG) program for meeting the Citizen Participation Plan requirements of the U.S. Department of Housing and Urban Development (HUD) for the Consolidated Plan are set forth below.

I. It is the policy of the Utah County Community Development Block Grant (CDBG) program to give citizens timely notice of local meetings and reasonable and timely access to local meetings, information, performance reports, and records relating to the program's proposed and actual use of Community Development Block Grant Procedures.

A. Notification of the public hearings will be by publication of a Notice of Public Hearing at least 14 days prior to each hearing date.

B. Notice of public hearings will be published in the Daily Herald prior to hearing dates.

C. Notice of the public hearings will be sent to various organizations to be made available to the very low, low, and moderate-income residents they service. These organizations include but are not limited to: Local government jurisdictions that have opted in for the program year and community organizations that serve low and moderate income individuals such as Community Action Services and Food Bank, Food and Care Coalition, Centro Hispano, Central Utah Center for Independent Living, Meals on Wheels, and United Way of Utah County.

D. Information that may be reviewed includes, but is not limited to:

   i. Amount of grant funding and program income anticipated in the coming year.

   ii. Range of activities that may be undertaken.

   iii. Estimated amount of grant funding and program income proposed to be used for activities that will benefit low and moderate-income persons.

   iv. Any proposed activities likely to result in displacement.

II. It is the policy of the Utah County CDBG program to take reasonable steps to provide technical assistance to groups representing persons of low and moderate-income that request assistance in developing proposals.

A. Groups representing persons of low and moderate income who are interested in receiving technical assistance may contact the Utah County CDBG program at (801) 229-3800 or:
Mountainland Association of Governments
Attn: Utah County CDBG program
586 East 800 North
Orem, UT 84097

B. An assessment of the type and extent of technical assistance needed by the representative group will be made by program staff upon request and in a timely manner.

C. The program will make a good faith effort to see that reasonable requests for technical assistance are responded to in a timely manner.

III. It is the policy of the Utah County CDBG program to hold public hearings for the purpose of obtaining the views of citizens and responding to proposals and questions.

A. One public hearing to obtain the views of citizens on community development and housing needs will be held by the program staff prior to publication of the Consolidated Plan for public comment.

B. One public hearing to obtain the views of citizens on the proposed Consolidated Plan and proposed use of grant funding will be held by the program staff after the citizen comment period is complete and prior to submission of the Consolidated Plan to HUD.

C. Other public meetings may be held as necessary.

D. Together, the hearings will address community development and housing needs, development of proposed activities, and review of program performance.

E. The first public hearing will be held in Q1 of 2011.

The site or sites will be accessible to all sections of the County with the intent of enhancing citizen participation.

F. The second public hearing will be held prior to May 15, 2011.

The site or sites will be accessible to all sections of the County with the intent of enhancing citizen participation.

G. Reasonable accommodation for persons with disabilities will be provided at public hearing sites. At least 48 hours (two complete business days) advance notice is required.

H. Comments received during the public comment period and at public hearings will be incorporated into the Consolidated Plan.

IV. It is the policy of the Utah County CDBG program to take reasonable steps to assist non-English speaking residents to be able to understand and participate in discussions that take place
at public hearings, when a significant number of non-English speaking residents can reasonably be expected to attend.

A. Anyone anticipating that the effectiveness of the public hearing will be significantly reduced because of English language limitations should contact the Mountainland Association of Governments, Attn: Utah County CDBG Program Director, 586 East 800 North, Orem, UT 84097 as far in advance of the public hearing as possible.

B. At least 48 hours (two complete business days) advance notice is required.

V. It is the policy of the Utah County CDBG program to provide citizens with reasonable advance notice of and opportunity to comment on proposed activities not previously included in the Consolidated Plan and any proposed deletion or other substantial change to the activities.

Amendment to the Consolidated Plan or Annual Action Plans

A. If the proposed Consolidated Plan is approved and it subsequently becomes necessary to substantially change the program content, a formal amendment process will be followed.
   i. An additional public hearing will be held.
   ii. Reasonable advance notice of the date, time, and place of the public hearing will be made available to the public.
   iii. The nature of the proposed change(s) will be described in sufficient detail to allow citizens to determine if they are affected and desire to comment on the proposed change.

B. “Substantial Change” is defined by the Utah County CDBG program to be:
   i. A proposed new activity which cannot reasonably be construed to have been included within the programmatic intent of the adopted application or in the commitment of funds to a specific project; or
   ii. An activity that was identified in the adopted application, but which subsequently is proposed to be deleted; or
   iii. An activity that is proposed to be altered in terms of its budget, purpose, scope, location, or beneficiaries to such an extent that it can no longer reasonably be construed as the activity reviewed by the public and approved by the Utah County CDBG Area Review Committee (ARC).

B. The criteria to be used in determining if an activity is at risk of becoming substantially changed from its originally intended purpose will be based upon further program staff and/or Utah County CDBG ARC actions to modify/amend the Consolidated Plan proposed activities.

All other minor changes to activities will be considered informal programmatic amendments and will be so noted in the program file.
C. Program staff shall proactively monitor each funded project for compliance with its respective performance criteria and provide periodic progress reports to the Utah County CDBG ARC and Utah County contact.

D. Any activity that is judged to be at risk of substantially changing from its originally intended purpose, scope, location, or beneficiaries will be reviewed by the Utah County Area Review Advisory Committee or in a public hearing forum prior to a decision by the ARC as to whether the performance objectives of the project shall be amended.

VI. It is the policy of the Utah County CDBG program to take reasonable steps to address concerns expressed by citizens and to respond to any formal complaints or grievances in a timely manner.

A. Citizens are urged to bring any concerns they may have regarding the Consolidated Plan to the attention of the Utah County CDBG program by calling (801) 229-3800.

It is anticipated that most concerns can be quickly and successfully addressed through direct conversation.

Unresolved issues, complaints, or grievances may be formally submitted to the following address:

Mountainland Association of Governments
Attn: Utah County CDBG program
586 East 800 North
Orem, UT 84097

B. C. In order for the program to be able to respond effectively, any formal complaint or grievance must be in writing and follow the procedures shown below:

i. It must be legible – typed correspondence is strongly urged.

ii. It must be signed, dated, and indicate if the correspondent is representing his/her personal concerns or those of a larger group, in which case, the name and description of the group must be stated.

iii. It must clearly identify the specific complaint or grievance and should state what corrective action is being sought.

D. The program will provide timely written answers to written complaints and grievances. The time required to respond may vary depending upon the nature and complexity of the specific complaint. When practicable, written answers will be provided within 15 working days of the receipt of the written complaint.

VII. It is the policy of the Utah County CDBG program to encourage citizen participation, particularly of low and moderate-income persons who reside in the areas for which grant funding is proposed to be used.
A. Reasonable notice will be given to the general public at appropriate times as the details of the proposed use of grant funding are identified.

B. After specific proposals are received and evaluated by CDBG program staff and the ARC, and authorization is given by the ARC regarding the final funding decision, additional citizen participation procedures may be implemented. The specifics of these procedures may vary from project-to-project in order to respond to unique circumstances.

The general process will be as follows:

i. Identify the geographic boundaries of the area most likely to be affected by the proposal and the principal organizations known to represent or otherwise be affiliated with the low and moderate-income residents.

ii. Proactively communicate the purpose of and means by which grant funding will be used.

iii. Provide reasonable opportunities for low and moderate income residents to ask questions and receive answers regarding how they might be affected by the proposed use of grant funding.

This Utah County CDBG program Citizen Participation Plan approved by:

X
Commissioner Gary Anderson
Chairman
Mountainland Association of Governments Executive Council

[Signature]
Date: January 2011

X
Commissioner Larry Ellertson
Chairman
Utah County CDBG Area Review Committee

[Signature]
Date: January 2011

The plan may be amended as necessary.